



SCHOOL FINANCE UPDATE

A Monthly Newsletter Published by the School Finance Division

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

MAEFAIRS Spring Enrollment Reporting

The official spring enrollment count date was Monday, February 1, 2010. Enrollment must be submitted in the MAEFAIRS system no later than February 12, 2010. The enrollment counts are imported into MAEFAIRS from the AIM system. It is important that the AIM specialist and the MAEFAIRS registered user work together to ensure accurate enrollment information is submitted by February 12.

Step-by-step instructions are available on the OPI website at:
http://www.metnet.mt.gov/Official_mail/I02CCCBF3.

OPI Contact: Nica Merala, (406) 444-4401 or nmerala@mt.gov

FY2009-10 First Semester Transportation Claim Forms Due

By February 15, 2010, school districts must submit one copy of first semester transportation claim forms TR-5 Bus Route Reimbursement and TR-6 Individual Transportation Contract Reimbursement to the county superintendent and submit the claims electronically to the OPI online Pupil Transportation program.

By February 22, 2010, the county superintendent must electronically authorize each district TR-5 and TR-6 for the first semester.

Upon receipt of the electronic claims and authorization, OPI will verify and disburse the approved amount of state reimbursement for first semester transportation. Payments will be made on March 25, 2010. Upon receipt of the electronic state payment, the county superintendent orders the payment of the county reimbursement for first semester transportation on the basis of the state reimbursement.

OPI Contact: Maxine Mougeot, (406) 444-3096 or mmougeot@mt.gov

ARRA School Level Data Collection Due February 26

Note: If you have already submitted this information to the OPI, please disregard this message.

On December 16, the OPI sent an Official Email about a one-time data collection that is required of each school district receiving Title I, Part A funds under the American Recovery and Reinvestment Act (ARRA). The U.S. Department of Education (USED) is requesting information by school code for three data elements from the school district FY2008-09 accounting records. The data items will be used with other information, such as enrollment, that has already been reported to the USED to calculate a per-pupil expenditure from state and local funds by school. The OPI must collect this information from the school districts and report it to the USED.

We realize this data collection has not been required in the past. However, the OPI is required under ARRA to report the data and is thus trying to make this collection as simple as possible.

We have developed guidance to assist you on how to query your accounting system to compile the most accurate and consistent expenditure information for your district by legal entity (LE) code. We have provided a spreadsheet to input your queried data for each school code in your district. Please see the links provided below for more detailed information.

This collection is due to the OPI on or before February 26, 2010 and can be submitted by attaching your completed spreadsheet to an email addressed to opischoollevelsurvey@mt.gov.

Guidance and instructions from OPI:

<http://www.opi.mt.gov/pdf/schoolfinance/ARRA/GuidanceSLDC.pdf>

Excel spreadsheet for reporting:

<http://www.opi.mt.gov/pdf/schoolfinance/ARRA/SchoolLevelSalaryDataCollection.xls>

Federal instructions to the states:

<http://www.opi.mt.gov/pdf/schoolfinance/ARRA/09NovFederalSSLEFormA.pdf>

OPI Contact: Paul Taylor, (406) 444-1257 or ptaylor2@mt.gov

2010 School Election Calendar

The 2010 School Election Calendar is available on the OPI website at this link:

<http://www.opi.mt.gov/pdf/schoolfinance/Forms/10ElectionCalendar.pdf>.

The School Election Handbook is available at this link:

<http://www.opi.mt.gov/pdf/schoolfinance/ElecHB/10ElectionManual.pdf>.

OPI Contact: Adam Anfinson, (406) 444-4524 or aanfinson@mt.gov

FY2008-09 Federal A-133 Audits Due March 31, 2010

A-133 "Federal" audits for FY2008-09 are due to the OPI by March 31, 2010. This affects districts and cooperatives that spent more than \$500,000 of federal money (including USDA commodities) during FY2008-09.

For districts and cooperatives that spent less than \$500,000 of federal funds and received more than \$500,000 of revenue under all sources during that year, audits for FY2008-09 are due June 30, 2010.

Audited financial statements must comply with national reporting requirements passed by the Governmental Accounting Standards Board (GASB) under Statement No. 34. For more information about GASB 34, see the GASB 34 webpage at:

http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html#p7GPc1_12.

OPI Contact: Rebecca Phillips, (406) 444-0783 or rphillips2@mt.gov

FY2010-11 Indirect Cost Rate Applications Now Available

Districts that plan to charge indirect costs (e.g. general administration, accounting services, and personnel services) to FY2010-11 federal and state grant award using an indirect cost rate must complete an indirect cost application form. Application for an indirect cost rate does not increase the amount of the grant award.

Indirect cost rate application forms and resources for FY2010-11 are posted on the OPI website.

Indirect Cost Rate Cover Letter (please read):

<http://www.opi.mt.gov/PDF/SchoolFinance/Acct/CoverFY2011.pdf>

Indirect Cost Rate Instructions:

<http://www.opi.mt.gov/PUB/PDF/SchoolFinance/Acct/IndirectInstruction2011.pdf>

Schedule A, which shows preliminary rates:

http://www.opi.mt.gov/pub/School%20Finance/ApprovedIndirectCost/FY10_11/ScheduleA/

Certification form:

http://www.opi.mt.gov/pub/School%20Finance/ApprovedIndirectCost/FY10_11/Certificates/

If you intend to reclassify costs to adjust your indirect cost rate, please read the indirect cost rate instructions carefully. For your convenience, costs that may be reclassified are highlighted in blue. We have also created a reclassification calculator for aiding in the determination of your adjusted indirect cost rate. The calculator is located on the OPI website at:

<http://www.opi.mt.gov/PUB/PDF/SchoolFinance/Acct/FY11IDCCalc.xls>

Please submit your indirect cost application by April 30, 2010.

If you have questions or need assistance viewing the files, please contact Donell Rosenthal at (406) 444-3024 or drosenthal@mt.gov.

OPI Contact: Paul Taylor, (406) 444-1257 or ptaylor2@mt.gov

Educator Licensure Renewal

As a reminder to those with an educator license expiring June 30, 2010, any time after January 1 licensees can begin the renewal process. Renewal requirements and application instructions are available on the OPI website at:

http://www.opi.mt.gov/Cert/index.html#p7GPc1_3. No renewal is complete until the OPI Educator Licensure Office has received official transcripts, original grade reports or original OPI renewal unit certificates documenting the renewal activities.

The Educator Licensure Office is overwhelmed with applications for new licensure during the summer. In order to avoid delays, those renewing should do so as early as possible. You can contact Educator Licensure at 406-444-3150 (press 2) or cert@mt.gov with questions.

OPI Contact: [Elizabeth Keller](mailto:Elizabeth.Keller@mt.gov), (406) 444-3150 or ekeller@mt.gov

Teachers Encouraged to Apply for Quality Educator Loan Assistance Program

Applications are now available for the 2010 "Quality Educator Loan Assistance Program" for K-12 educators.

This is the third year of the Quality Educator Loan Assistance Program. It was authorized by the 2007 Legislature, and provides for the direct repayment of student loans to eligible teachers in Montana. A teacher may qualify for loan repayment assistance of up to \$3,000 per year for up to four years—a total of up to \$12,000.

Great leaders were inspired in the classroom by extraordinary teachers. Montana has some of the best teachers in the nation. It is important that we do what we can to keep them here in Montana so they can inspire our young leaders and help build a brighter future.

Across the state, educators are helping students experience success. This program helps us recruit the right people for the right places and helps teachers pursue long-term careers in these fields without becoming burdened by student loan repayment.

The application is available here:

<http://www.mgslp.state.mt.us/Downloads/Files/Documents/Quality%20Educator%20TLF/2010%20TLF%20Application.pdf>

Click here to access a list of Frequently Asked Questions about the program:

http://www.opi.mt.gov/PDF/Superintendent/Educator_Loan_Repayment_AssistanceFAQ_FINALE.pdf

For more information visit the Montana Guaranteed Student Loan Program Web site here:

http://www.mgslp.state.mt.us/Content/Managing_Your_Loan/Repayment_Options/Quality_Educator_Loan_Assistance_Program or call them at 800-537-7508.

Useful Links

State Entitlement Payments to Schools:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9

School Accounting:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3

Forms and Publications:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_11

Pupil Transportation:

http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html

Enrollment and ANB:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8

Tuition: http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_11

Audit Information: http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4

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Happy
Valentines!



VALENTINES DAY

The most romantic day of the year,
Brings us cheer from those so dear.

When feelings become clear and defined,
Souls will meet across the line.

So words will tell what hearts divine;
The air smells of perfume, and waters of wine.

Flowers, chocolates, and laces will surround our spaces,
Really?....I thought this was a workplace!

The one day when true love will certainly shine,
Aahhh.....won't you be my valentine?!

